



COUNCIL AGENDA: 04-27-04
ITEM:

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Sara L. Hensley

SUBJECT: SEE BELOW

DATE: 04-07-04

Approved

Date

Council District: _____ Citywide
SNI Area: _____ Citywide

**SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE AN AGREEMENT WITH CFSV FOR THE
ADMINISTRATION OF CAP GRANT FUNDS**

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute a new Agreement between the City of San José and Community Foundation Silicon Valley (CFSV) for the administration of Community Action and Pride (CAP) Grant funds.

BACKGROUND

The City of San José entered into an Agreement with CFSV to manage and disburse funds to organizations that were awarded CAP Grant funds. The Agreement governing CFSV's administration of CAP Grant funds expired December 30, 2003. We anticipate extending the term through the 2004-2005 operating year subject to the availability of funds.

ANALYSIS

In response to recommendations made by the City Auditor in the 2003 audit of the Neighborhood Development Center, the City met with CFSV to clarify each party's role in administering the CAP Grant program, and to establish a second account for the Strong Neighborhoods Action and Pride (SNAP) Grant funds. These SNAP funds are Neighborhood Revitalization funds that are administered to SNI Neighborhood Action Committees through the CAP Grant program. In addition, as recommended by the City Auditor, the CAP Grant Award Guidelines were revised.

Subject: Authorization for the City Manager to Execute an Agreement with CFSV for the Administration of CAP Grant Funds

Page 2

Because the City wishes to continue its relationship with CFSV as the fiscal agent for the CAP Grant funds and the previous Agreement has expired, a new Agreement is required. The next CAP Grant Cycle (Cycle 18) cannot commence without the approval and execution of this Agreement. A new Agreement has been drafted to reflect new CAP funding availability, the creation of a second account for Special Emphasis/Strong Neighborhoods Action and Pride (SNAP) funds, and a revised Exhibit A that details the CAP Grant Guidelines.

PUBLIC OUTREACH

Not applicable.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Office.

COST IMPLICATIONS

CFSV's administrative fee of 4% will be taken from each payment to the City's CAP Grant accounts at CFSV. Should funding for the program not be appropriated in any year or period covered by the Agreement, the City will be able to terminate the Agreement. The Agreement will also allow any unawarded funds to be returned to the City upon termination.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	RC #	Total Appn.	Adopted Budget Page	Last Budget Action (Date, Ord. No.)
001	2583	Community Action and Pride Grants		\$371,556	2003-2004 Adopted Operating Budget, Page 697	10/14/2004, Ord. No. 26997
		Total		\$371,556		

HONORABLE MAYOR AND CITY COUNCIL

04-07-04

Subject: Authorization for the City Manager to Execute an Agreement with CFSV for the Administration of CAP Grant Funds

Page 3

CEQA

Not a project.

SARA L. HENSLEY
Director of Parks, Recreation and
Neighborhood Services